



Appendix

Administrative Scale Employees – Position Grades and Classifications

| Grade | Position Classification |
|-------|--|
| 6-8 | Not used at this time |
| 9 | Swim Center Assistant; Transportation Aide |
| 10 | Engineering Technician I; Golf Course Technician; Meter Services Technician; Second Assistant Golf Pro; Secretary I |
| 11 | Cashier; City Hall Facilities Manager; Copy Center and Mail Specialist; Family Services Aide; Fleet Service Mechanic; Parking Enforcement Officer; Red Light Camera Technician |
| 12 | Accounts Payable Assistant I; Aquatics Facilities Operator; Fleet Clerk; Golf Course Equipment Mechanic/Operator; Maintenance Communications Operator; Payroll Assistant I; Public Information Assistant/PBX Operator; Records Management Clerk; Revenue Assistant I; Secretary II; Video Technician |
| 13 | Accounts Payable Assistant II; Assistant Facilities Engineer; Box Office Manager; Computer Operator; Inventory Services Clerk; Parks Equipment Mechanic; Secretary/Bookkeeper; Secretary III; Sports Field Specialist; Transportation Leader |
| 14 | Administrative Assistant I; Assistant to the City Clerk; Crew Supervisor; Civic Center Facilities Supervisor; Crime Analyst; Meter Services Supervisor; Payroll Assistant II; Permit Technician; Personnel Assistant; Police Equipment and Budget Coordinator; Revenue Assistant II; Special Operations Technician; Water Trainee Operator |
| 15 | Administrative Assistant II; Fleet Mechanic; Forestry Crew Supervisor; Housing Codes Inspector; Inventory Services Supervisor; Neighborhood Services Officer; Personnel Technician; Planning Technician; Police Communications Operator; Printing Specialist I; Sports Facilities and Athletic Fields Maintenance Supervisor; Utilities Crew Supervisor |
| 16 | Administrative Support Coordinator; Arts Programs Specialist; Assistant Community Center Supervisor; Commercial Property Codes Inspector; Engineering Technician IV; Events Specialist; Facilities Engineer; Graphics Specialist; Information Systems Coordinator; Planner I; Printing Specialist II; Theatre Production Specialist; Transportation Planner I; Victim Advocate; Water Plant Operator; Web/Graphics Assistant; Zoning Inspector; Traffic and Signal Technician I. |
| 17 | Assistant Golf Course Superintendent; Associate Producer/Director; Buyer I; Cable TV Production Specialist II; Community Services |

| Grade | Position Classification |
|-------|--|
| 17 | Specialist; Construction Codes Inspector I; Engineering Technician V; First Assistant Golf Pro; Title Codes Inspector I; Parks Maintenance Specialist; Program Support Coordinator; Public Information Specialist; Senior Citizens Fitness Specialist; Sports Programs Specialist; Traffic and Signal Technician II. |
| 18 | Aquatics Facility Manager; Buyer II; Construction Codes Inspector II; Deputy City Clerk; Fleet Maintenance Supervisor; Fire Codes Inspector II; Network and PC Support Specialist I; Parks and Facilities Development Specialist; Permit Software Support Specialist; Sanitation Supervisor; Senior Center; Special Operations Supervisor; Youth, Family, and Community Specialist I; Wellness Coordinator |
| 19 | Accountant; Aquatics Supervisor; Assistant Sports Programs Supervisor; Community Center Supervisor; Construction Codes Specialist; Fire Codes Plans Examiner; Network and PC Support Specialist II; Parks and Facilities Administrative Supervisor; Planner II; PW Data and GIS Specialist; Rehabilitation Specialist; Television Writer/Producer; Theater/Civic Center Supervisor; Youth, Family, and Community Specialist II |
| 20 | Assistant to the City Attorney; Civil Engineer I; Community Program/Outreach Specialist I; Council Support Specialist; Employee Wellness Coordinator; Landlord/Tenant Specialist; Nature Center Supervisor; Plans Examiner; Purchasing Supervisor; Teen Program Coordinator |
| 21 | Assistant City Forester; Community Planning and Development Services (CPDS) Administrator; Community Program/ Outreach Specialist II; Graphics/Printing Supervisor; Human Rights/Community Mediation Administrator; Neighborhood Resource Coordinator; Parks Maintenance Supervisor; Planner III; Public Works Administrator; Senior Citizens Recreation Coordinator; Support Services Coordinator; Web Administrator |
| 22 | Accounting Operations Supervisor; Arts Programs Supervisor; Civil Engineer II; Computer Analyst/Programmer; Coordinator of Senior Social Services; Environmental Specialist; Fire Protection Engineer; Network and PC Support Manager; Operations Maintenance Assistant Superintendent; Management and Budget Analyst; Recreation Programs Supervisor; Senior Citizens Center Supervisor; Sports Programs Supervisor |
| 23 | Assistant to the City Manager; City Forester; Civic Center Superintendent; Community Planning and Development Services |

Administrative Scale Employees – Position Grades and Classifications

| Grade | Position Classification |
|-------|---|
| 23 | (CPDS) Specialist; Community Projects Administrator; Fire Marshall; Fleet Manager; Golf Course Superintendent; Horticulturist; Organizational Development Administrator; Parks and Facilities Development Manager; Parks Services Manager; Personnel Administrator; Recreation Development Program Coordinator; Revenue Supervisor; Special Events Coordinator; Supervisor of Housing and Community Enhancement; Supervisor of Inspection Services; Systems Analyst/Project Leader; Youth, Family, and Community Services Supervisor; |
| 24 | Civil Engineer III; Community Development Program Manager; Community Services Program Manager; Facilities Maintenance Supervisor; Geographic Information Systems Manager; Recreation and Parks Administrative Manager; Safety and Risk Management Administrator; Swim Center Superintendent |
| 25 | Contracts Officer; Senior Network Engineer; Senior Systems Analyst/Project Leader |
| 26 | Budget Officer; Chief of Contract Management; Chief of Inspection Services; Chief of Long-Range Planning; Chief TC Redevelopment; Financial Systems Manager; Public Information Manager; Support Services Manager; Television and Telecommunications Manager; Water Plant Superintendent |
| 27 | Chief Engineer/Environment; Chief of Traffic and Transportation; Chief of Planning; Operations Maintenance Superintendent; Superintendent of Parks and Facilities; Superintendent of Recreation |
| 28 | Controller |
| 29 | Not used at this time |

Administrative Scale Employees – Pay Scale

| Grade | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 | Step 12 | Step 13 | Step 14 | Step 15 |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 6 | 23,931 | 24,769 | 25,635 | 26,533 | 27,461 | 28,422 | 29,417 | 30,447 | 31,512 | 32,615 | 33,757 | 34,938 | 36,161 |
| 7 | 25,127 | 26,007 | 26,917 | 27,859 | 28,834 | 29,844 | 30,888 | 31,969 | 33,088 | 34,246 | 35,445 | 36,685 | 37,969 |
| 8 | 26,384 | 27,307 | 28,263 | 29,252 | 30,276 | 31,336 | 32,432 | 33,568 | 34,742 | 35,958 | 37,217 | 38,520 | 39,868 |
| 9 | 27,703 | 28,673 | 29,676 | 30,715 | 31,790 | 32,903 | 34,054 | 35,246 | 36,480 | 37,756 | 39,078 | 40,446 | 41,861 |
| 10 | 29,088 | 30,106 | 31,160 | 32,251 | 33,379 | 34,548 | 35,757 | 37,008 | 38,304 | 39,644 | 41,032 | 42,468 | 43,954 |
| 11 | 30,543 | 31,612 | 32,718 | 33,863 | 35,048 | 36,275 | 37,545 | 38,859 | 40,219 | 41,626 | 43,083 | 44,591 | 46,152 |
| 12 | 32,070 | 33,192 | 34,354 | 35,556 | 36,801 | 38,089 | 39,422 | 40,802 | 42,230 | 43,708 | 45,238 | 46,821 | 48,460 |
| 13 | 33,673 | 34,852 | 36,072 | 37,334 | 38,641 | 39,993 | 41,393 | 42,842 | 44,341 | 45,893 | 47,499 | 49,162 | 50,883 |
| 14 | 35,357 | 36,594 | 37,875 | 39,201 | 40,573 | 41,993 | 43,463 | 44,984 | 46,558 | 48,188 | 49,874 | 51,620 | 53,427 |
| 15 | 37,125 | 38,424 | 39,769 | 41,161 | 42,601 | 44,093 | 45,636 | 47,233 | 48,886 | 50,597 | 52,368 | 54,201 | 56,098 |
| 16 | 38,981 | 40,345 | 41,757 | 43,219 | 44,732 | 46,297 | 47,918 | 49,595 | 51,330 | 53,127 | 54,986 | 56,911 | 58,903 |
| 17 | 40,930 | 42,363 | 43,845 | 45,380 | 46,968 | 48,612 | 50,313 | 52,074 | 53,897 | 55,783 | 57,736 | 59,757 | 61,848 |
| 18 | 42,977 | 44,481 | 46,038 | 47,649 | 49,317 | 51,043 | 52,829 | 54,678 | 56,592 | 58,573 | 60,623 | 62,744 | 64,940 |
| 19 | 45,125 | 46,705 | 48,339 | 50,031 | 51,782 | 53,595 | 55,471 | 57,412 | 59,421 | 61,501 | 63,654 | 65,882 | 68,187 |
| 20 | 47,382 | 49,040 | 50,756 | 52,533 | 54,371 | 56,274 | 58,244 | 60,283 | 62,393 | 64,576 | 66,836 | 69,176 | 71,597 |
| 21 | 49,751 | 51,492 | 53,294 | 55,159 | 57,090 | 59,088 | 61,156 | 63,297 | 65,512 | 67,805 | 70,178 | 72,634 | 75,177 |
| 22 | 52,238 | 54,067 | 55,959 | 57,917 | 59,945 | 62,043 | 64,214 | 66,462 | 68,788 | 71,195 | 73,687 | 76,266 | 78,936 |
| 23 | 54,850 | 56,770 | 58,757 | 60,813 | 62,942 | 65,145 | 67,425 | 69,785 | 72,227 | 74,755 | 77,372 | 80,080 | 82,882 |
| 24 | 57,593 | 59,608 | 61,695 | 63,854 | 66,089 | 68,402 | 70,796 | 73,274 | 75,839 | 78,493 | 81,240 | 84,084 | 87,026 |
| 25 | 60,472 | 62,589 | 64,779 | 67,047 | 69,393 | 71,822 | 74,336 | 76,938 | 79,630 | 82,417 | 85,302 | 88,288 | 91,378 |
| 26 | 63,496 | 65,718 | 68,018 | 70,399 | 72,863 | 75,413 | 78,053 | 80,784 | 83,612 | 86,538 | 89,567 | 92,702 | 95,947 |
| 27 | 66,671 | 69,004 | 71,419 | 73,919 | 76,506 | 79,184 | 81,955 | 84,824 | 87,793 | 90,865 | 94,046 | 97,337 | 100,744 |
| 28 | 70,004 | 72,454 | 74,990 | 77,615 | 80,331 | 83,143 | 86,053 | 89,065 | 92,182 | 95,409 | 98,748 | 102,204 | 105,781 |
| 29 | 73,504 | 76,077 | 78,740 | 81,496 | 84,348 | 87,300 | 90,356 | 93,518 | 96,791 | 100,179 | 103,685 | 107,314 | 111,070 |

AFSCME Union Scale Employees

| <u>Grade</u> | <u>Position Classification</u> | <u>Grade Progression</u> |
|---------------------|---------------------------------------|---------------------------------|
| 1 | Laborer | Steps 1 — 9 |
| 2 | Tree Climber Trainee | Steps 1 — 9 |
| 2 | Maintenance Worker | Steps 2 — 9 |
| 2 | Sanitation Worker | Steps 2 — 9 |
| 2 | Park Sanitation Worker | Steps 2 — 9 |
| 3 | Facilities Maintenance Trades Worker | Steps 1 — 9 |
| 3 | Traffic Maintenance Worker | Steps 1 — 9 |
| 3 | Tree Climber | Steps 2 — 9 |
| 3 | Sanitation Operator | Steps 2 — 9 |
| 3 | Equipment Operator | Steps 1 — 9 |
| 4 | Not used at this time | Steps 1 — 9 |

| <u>Grade</u> | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> |
|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1 | 26,862 | 27,735 | 28,637 | 29,567 | 30,528 |
| 2 | 29,145 | 30,093 | 31,071 | 32,080 | 33,123 |
| 3 | 31,623 | 32,651 | 33,712 | 34,807 | 35,939 |
| 4 | 34,311 | 35,426 | 36,577 | 37,766 | 38,993 |

| <u>Grade</u> | <u>Step 6</u> | <u>Step 7</u> | <u>Step 8</u> | <u>Step 9</u> |
|---------------------|----------------------|----------------------|----------------------|----------------------|
| 1 | 31,520 | 32,545 | 33,602 | 34,695 |
| 2 | 34,200 | 35,311 | 36,459 | 37,644 |
| 3 | 37,107 | 38,312 | 39,558 | 40,843 |
| 4 | 40,261 | 41,569 | 42,920 | 44,315 |

Police Scale Employees

| <u>Grade</u> | <u>Position Classification</u> | <u>Grade Progression</u> |
|--------------|--------------------------------|--------------------------|
| PO1 | Police Officer | Steps 3 — 15 |
| PO2 | Police Officer | Steps 3 — 15 |
| PO3 | Police Officer | Steps 3 — 16 |
| PO4 | Police Corporal | Steps 3 — 16 |
| PO5 | Not used at this time | Steps 3 — 15 |
| PO6 | Police Sergeant | Steps 3 — 16 |
| PO9 | Police Manager Lieutenant | Steps 1 — 14 |
| PO10 | Police Manager Captain | Steps 1 — 14 |

| <u>Grade</u> | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> | <u>Step 6</u> | <u>Step 7</u> | <u>Step 8</u> |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| PO1 | | | 40,280 | 41,690 | 43,149 | 44,659 | 46,222 | 47,840 |
| PO2 | | | 42,294 | 43,774 | 45,307 | 46,892 | 48,534 | 50,232 |
| PO3 | | | 44,409 | 45,963 | 47,572 | 49,237 | 50,960 | 52,744 |
| PO4 | | | 46,629 | 48,261 | 49,951 | 51,699 | 53,508 | 55,381 |
| PO5 | | | 48,961 | 50,674 | 52,448 | 54,284 | 56,184 | 58,150 |
| PO6 | | | 51,409 | 53,208 | 55,070 | 56,998 | 58,993 | 61,058 |
| PO9 | 58,787 | 60,845 | 62,974 | 65,179 | 67,460 | 69,821 | 72,265 | 74,794 |
| PO10 | 63,140 | 65,350 | 67,637 | 70,004 | 72,454 | 74,990 | 77,615 | 80,331 |

| <u>Grade</u> | <u>Step 9</u> | <u>Step 10</u> | <u>Step 11</u> | <u>Step 12</u> | <u>Step 13</u> | <u>Step 14</u> | <u>Step 15</u> | <u>Step 16</u> |
|--------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| PO1 | 49,515 | 51,248 | 53,041 | 54,898 | 56,819 | 58,808 | 60,866 | |
| PO2 | 51,990 | 53,810 | 55,693 | 57,643 | 59,660 | 61,748 | 63,909 | |
| PO3 | 54,590 | 56,501 | 58,478 | 60,525 | 62,643 | 64,836 | 67,105 | 69,454 |
| PO4 | 57,319 | 59,326 | 61,402 | 63,551 | 65,775 | 68,077 | 70,460 | 72,926 |
| PO5 | 60,185 | 62,292 | 64,472 | 66,729 | 69,064 | 71,481 | 73,983 | |
| PO6 | 63,195 | 65,406 | 67,696 | 70,065 | 72,517 | 75,055 | 77,682 | 80,401 |
| PO9 | 77,412 | 80,121 | 82,925 | 85,828 | 88,832 | 91,941 | | |
| PO10 | 83,143 | 86,053 | 89,065 | 92,182 | 95,409 | 98,748 | | |

Recreation and Parks Benefit Scale Employees

These hourly rates pertain to Recreation and Parks employees receiving benefits:

| Grade | Position Classifications |
|-------|---|
| 1 | Not used at this time |
| 2 | Activity Instructor I; Clerk II; Lifeguard I |
| 3 | Custodian II |
| 4 | Childcare Group Leader; Clerk III; Custodian II; Facilities Supervisor II; Third Assistant Golf Pro |
| 5 | Bus Driver; Childcare After-School Director; Childcare Preschool Staff; Clerk III; Custodian III; Groundskeeper; Kids Club Director; Kids Room Director; Program Assistant II; Sports Administrative Aide |
| 6 | Activity Instructor V; Childcare Director; Program Assistant III; Lifeguard II; Program Assistant III; Senior Outreach Worker I; Senior Swim Instructor; Teen Center Director |
| 7 | Senior Outreach Worker II; Program Assistant IV |
| 8 | Childcare Preschool Director; Childcare Program Assistant; Head Swim Coach |
| 9 | Not used at this time |
| 10 | Not used at this time |

| Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
|-------|---------|---------|---------|---------|---------|---------|---------|
| 1 | \$6.59 | \$6.82 | \$7.06 | \$7.31 | \$7.56 | \$7.83 | \$8.10 |
| 2 | \$7.70 | \$7.97 | \$8.25 | \$8.53 | \$8.83 | \$9.14 | \$9.46 |
| 3 | \$8.50 | \$8.79 | \$9.10 | \$9.42 | \$9.75 | \$10.09 | \$10.45 |
| 4 | \$8.95 | \$9.26 | \$9.59 | \$9.92 | \$10.27 | \$10.63 | \$11.00 |
| 5 | \$10.35 | \$10.71 | \$11.09 | \$11.48 | \$11.88 | \$12.30 | \$12.73 |
| 6 | \$12.05 | \$12.48 | \$12.91 | \$13.36 | \$13.83 | \$14.32 | \$14.82 |
| 7 | \$13.95 | \$14.44 | \$14.94 | \$15.47 | \$16.01 | \$16.57 | \$17.15 |
| 8 | \$16.98 | \$17.58 | \$18.19 | \$18.83 | \$19.49 | \$20.17 | \$20.88 |
| 9 | \$18.77 | \$19.42 | \$20.10 | \$20.81 | \$21.54 | \$22.29 | \$23.07 |
| 10 | \$21.77 | \$22.53 | \$23.32 | \$24.14 | \$24.98 | \$25.86 | \$26.76 |

| Grade | Step 8 | Step 9 | Step 10 | Step 11 | Step 12 | Step 13 |
|-------|---------|---------|---------|---------|---------|---------|
| 1 | \$8.39 | \$8.68 | \$8.98 | \$9.30 | \$9.62 | \$9.96 |
| 2 | \$9.79 | \$10.14 | \$10.49 | \$10.86 | \$11.24 | \$11.63 |
| 3 | \$10.81 | \$11.19 | \$11.58 | \$11.99 | \$12.41 | \$12.84 |
| 4 | \$11.38 | \$11.78 | \$12.20 | \$12.62 | \$13.06 | \$13.52 |
| 5 | \$13.17 | \$13.63 | \$14.11 | \$14.60 | \$15.11 | \$15.64 |
| 6 | \$15.34 | \$15.87 | \$16.43 | \$17.00 | \$17.60 | \$18.21 |
| 7 | \$17.75 | \$18.37 | \$19.01 | \$19.68 | \$20.37 | \$21.08 |
| 8 | \$21.61 | \$22.37 | \$23.15 | \$23.96 | \$24.80 | \$25.66 |
| 9 | \$23.88 | \$24.71 | \$25.58 | \$26.47 | \$27.40 | \$28.36 |
| 10 | \$27.70 | \$28.67 | \$29.67 | \$30.71 | \$31.79 | \$32.90 |

Senior Administrative Scale Employees

| Grade | Position Classifications |
|--------|---|
| SA I | Assistant City Manager; Director of Personnel |
| SA II | Chief of Police; Director of Community Planning and Development Services; Director of Finance; Director of Information and Technology; Director of Public Works; Director of Recreation and Parks |
| SA III | Not used at this time |

| Grade | Step A | Step B | Step C | Step D | Step E | Step F | Step G |
|--------|--------|---------|---------|---------|---------|---------|---------|
| SA I | 87,658 | 90,726 | 93,901 | 97,187 | 100,589 | 104,110 | 107,754 |
| SA II | 92,040 | 95,262 | 98,596 | 102,047 | 105,619 | 109,315 | 113,141 |
| SA III | 96,642 | 100,025 | 103,526 | 107,149 | 110,899 | 114,781 | 118,798 |

| Grade | Step H | Step I | Step J | Step K | Step L | Step M |
|--------|---------|---------|---------|---------|---------|---------|
| SA I | 111,525 | 115,428 | 119,468 | 123,650 | 127,977 | 132,457 |
| SA II | 117,101 | 121,200 | 125,442 | 129,832 | 134,376 | 139,079 |
| SA III | 122,956 | 127,260 | 131,714 | 136,324 | 141,095 | 146,033 |

Organizational Structure Listing

The organization listing is by Fund, by Department within the Fund, and by Division and cost center within the department. Divisions are in **bold** and are assigned an organization number unless they are subdivided into cost centers, in which case each cost center is assigned a number.

| | FY06 Organizations | Org.# |
|---|---|--------------|
| General Fund (110) | | |
| Personnel Department (450) | Personnel | 2101 |
| | Safety & Risk Management | 2102 |
| Department of the Mayor and Council (500) | Mayor and Council's Office | 0100 |
| | City Attorney's Office | 0500 |
| | City Clerk's Office | 1100 |
| Department of the City Manager (550) | Executive Office | N/A |
| | Administration | 0101 |
| | Management Systems & Citizen Support | 0102 |
| | Organizational Development | 0103 |
| | Communication and Public Information | N/A |
| | Public Information Office (PIO) | 1101 |
| | Graphics and Printing | 1111 |
| | Neighborhood Resources Program | N/A |
| | Human Rights & Community Mediation | 1201 |
| | Neighborhood Resource Program | 1202 |
| Department of Community Planning and Development Services (600) | CPDS Administration | 0100 |
| | Revitalization and Housing | 0200 |
| | Planning | N/A |
| | Development Review | 0300 |
| | Zoning Ordinance | 0301 |
| | Historic Preservation | 0302 |
| | Long- Range Planning | N/A |
| | Neighborhood Planning | 0400 |
| | Environmental Protection | 0401 |
| | Inspection Services | N/A |
| | Application, Processing & Permit Issuance | 0501 |

| | FY06 Organizations | Org.# |
|--|--|--------------|
| CPDS (continued) | Inspection & Code Enforcement | 0502 |
| | CPDS Studies and Plans | 0700 |
| | Town Center Services | N/A |
| | TC Services-Commercial Management District | 0802 |
| Department of Finance (700) | Financial Administration | 0100 |
| | Budget | 0101 |
| | Accounting and Control | 0200 |
| | Revenue | 0300 |
| | Purchasing and Stockroom | N/A |
| | Purchasing and Contracts | 0600 |
| | Stockroom | 0700 |
| Department of Information and Technology (750) | I.T. Operations | 0100 |
| | I.T. Special Projects | 0200 |
| | Cable T.V./Telecommunications | 0300 |
| | Voice Communications Operations | 0400 |
| | GIS Operations | 0500 |
| Police Department (800) | Office of the Chief of Police | N/A |
| | Management & Support | 1001 |
| | Community Services Office | 1002 |
| | Field Services Bureau | N/A |
| | Management & Support | 1101 |
| | Patrol Teams | 1102 |
| | Administrative Services Bureau | N/A |
| | Management & Support | 1201 |
| | Public Safety Communications | 1202 |
| | Victim Advocate | 1203 |
| | Special Operations Bureau | N/A |
| | Management & Support | 1401 |
| | Neighborhood Services | 1402 |
| | Specialty Patrol/Investigations | 1404 |
| | Red Light Camera Program | 1405 |
| | Codes Enforcement/Community | 1406 |

Organizational Structure Listing

| | FY06 Organizations | Org.# |
|--|---|-------|
| | Enhancement | |
| Department of Community Services (801) | Community Programs and Administration | N/A |
| | Management and Support | 0100 |
| | Community Grants Program | 0101 |
| | Youth and Family Services | 0600 |
| | Linkages to Learning | 0601 |
| | | |
| Department of Public Works (850) | Public Works Administration | 0100 |
| | Contract Management | 0201 |
| | Traffic and Transportation | N/A |
| | Protect Neighborhoods | 0402 |
| | Mobility | 0403 |
| | Accessibility | 0404 |
| | Safety/Maintenance | 0405 |
| | Engineering and Environment | N/A |
| | Management and Support | 3301 |
| | Development Review | 3302 |
| | Water Resources CIP Projects | 3303 |
| | Utilities CIP Projects | 3304 |
| | Engineering | 3305 |
| | General Maintenance | N/A |
| | Street Maintenance | 0702 |
| | Snow and Ice Removal | 0703 |
| | Motor Vehicle Maintenance | 0803 |
| | | |
| | Recreation and Parks Administration | N/A |
| | Recreation and Parks Administration and Support | 0101 |
| | Special Events | 0150 |
| | Recreation Services | N/A |
| Department of Recreation and Parks (900) | Administration and Support | 1001 |
| | Adult Sports | 5061 |
| | Afterschool | 2006 |
| | Arts | 2021 |
| | | |
| | | |

| | FY06 Organizations | Org.# |
|--------------------------|---------------------------------------|-------|
| Department of Recreation | Childcare | 3115 |
| | Classes | 3016 |
| | Outdoor Recreation | 2017 |
| | Summer Playgrounds | 2011 |
| | Summer Camps | 3012 |
| | Teens | 2008 |
| | Youth Sports | 5062 |
| | Senior Citizen Services | N/A |
| | Senior Center Operations | 4041 |
| | Senior Citizen Social Services | 4043 |
| | Senior Citizen Recreation | 4045 |
| | Senior Citizen Sports and Exercise | 4047 |
| | Facilities | N/A |
| | Civic Center Complex | 1101 |
| | Croydon Creek Nature Center | 2133 |
| | Facilities Maintenance Services | 8511 |
| | Lincoln Park Community Center | 2131 |
| | Skate Park | 2134 |
| | Swim Center (Operations) | 8601 |
| | Swim Center (Overhead) | 8602 |
| | Swim Center (Programming) | 8603 |
| | Twinbrook Community Recreation Center | 2132 |
| | Park and Open Space | N/A |
| | Administration and Support | 7501 |
| | Athletic Field Services | 7531 |
| | Forestry Development Review | 7520 |
| | Horticultural Services | 7522 |
| | Parks East Services | 7532 |
| | Parks West Services | 7530 |
| | Right-of-Way Services | 7533 |
| | Urban Forestry Maintenance | 7521 |

Organizational Structure Listing

| | FY06 Organizations | Org.# |
|------------------------|---------------------------------|-------|
| Non-Departmental (950) | Other Charges | 0100 |
| | Debt Service | 0200 |
| | Red Light Camera Program | 0300 |

| Water Fund (210) | | |
|----------------------------------|------------------------------------|------|
| Department of Finance (700) | Revenue | 0300 |
| Department of Public Works (850) | Contract Management | 0201 |
| | Engineering and Environment | N/A |
| | Management and Support | 3301 |
| | Development Review | 3302 |
| | Utilities CIP Projects | 3304 |
| | Motor Vehicle Maintenance | 0803 |
| | Water Systems Maintenance | 0502 |
| | Water Treatment Plant | 0901 |
| Non-Departmental (950) | Other Charges | 0100 |
| | Debt Service | 0200 |

| Sewer Fund (220) | | |
|---|---|------|
| Department of the Mayor and Council (500) | City Attorney's Office | 0500 |
| Department of Public Works (850) | Contract Management | 0201 |
| | Engineering and Environment | N/A |
| | Management and Support | 3301 |
| | Development Review | 3302 |
| | Utilities CIP Projects | 3304 |
| | Motor Vehicle Maintenance | 0803 |
| | Sewage Disposal | 0300 |
| | Sanitary Sewer Systems Maintenance | 0602 |
| Non-Departmental (950) | Other Charges | 0100 |
| | Debt Service | 0200 |

| | FY06 Organizations | Org.# |
|----------------------------|----------------------------------|-------|
| Refuse Fund (230) | | |
| Department of Public Works | Motor Vehicle Maintenance | 0803 |
| | Refuse Operations | N/A |
| | Regular Refuse Collection | 1702 |
| | Commingle/Newspaper Collection | 1703 |
| | Yardwaste/Whitegood Collection | 1704 |
| | Leaf Collection Program | 1705 |

| ParkingFund (320) | | |
|---|----------------------------------|------|
| Department of Community Planning and Development Services (600) | Town Center Services | N/A |
| | TC Services-Parking Garages | 0801 |
| Police Department (800) | Special Operations Bureau | N/A |
| | Parking Enforcement Services | 1403 |
| Department of Public Works (850) | Motor Vehicle Maintenance | 0803 |
| Non-Departmental (950) | Other Charges | 0100 |
| | Debt Service | 0200 |

| Stormwater Fund (330) | | |
|---|------------------------------------|------|
| Department of the Mayor and Council (500) | City Attorney's Office | 0500 |
| Department of Public Works (850) | Contract Management | 0201 |
| | Engineering and Environment | N/A |
| | Management and Support | 3301 |
| | Development Review | 3302 |
| | Water Resources CIP Projects | 3304 |
| | Motor Vehicle Maintenance | 0803 |
| | Other Charges | 0100 |
| Non-Departmental (950) | Debt Service | 0200 |

Organizational Structure Listing

| | FY06 Organizations | Org.# |
|--|--|-------|
| Golf Fund (340) | | |
| Department of Recreation and Parks (900) | Motor Vehicle Maintenance | 0803 |
| | RedGate Golf Course | N/A |
| | Golf Course Mgmt/Ground Srv. | 3401 |
| | Golf Course Clubhouse | 3402 |
| Non-Departmental (950) | Other Charges | 0100 |
| | Debt Service | 0200 |
| Special Activities Fund (350) | | |
| Department of Community Services (801) | Community Programs and Administration | N/A |
| | Holiday Drive | 6301 |
| | REAP Endowment Fund | 6401 |
| | Youth and Family Services | N/A |
| | RISE Parents Contributions | 7201 |
| Department of Recreation and Parks (900) | Recreation and Parks Administration | N/A |
| | Bike Program Fund | 6701 |
| | Facility and Equipment Fund | 7001 |
| | Recreation Services | N/A |
| | Recreation Fund | 6001 |
| | Friends of the Arts | 6601 |
| | Senior Citizens Services | N/A |
| | Senior Assistance Fund | 6201 |
| | Facilities | N/A |
| | Glenview Mansion Fund | 6101 |
| | Nature Center Fund | 7101 |
| | Parks and Open Space | N/A |
| | Forest and Tree Preservation | 6901 |
| Non-Departmental (950) | Other Charges | 0100 |
| | Debt Service | 0200 |

| | FY06 Organizations | Org.# |
|--------------------------------|----------------------|-------|
| CDBG Fund (350) | | |
| Department of Community | CDBG Year 30 | 30xx |
| | | |
| | | |
| Debt Service Fund (550) | | |
| Non-Departmental (950) | Other Charges | 0100 |
| | Debt Service | 0200 |

Glossary

Definitions of terms used in the Capital Improvements Program (CIP) are listed below and on the pages that follow.

Appropriation – An authorization made by the Mayor and Council that permits City departments to make expenditures of governmental resources for specific purposes within a specific time frame.

Art in Public Architecture — An ordinance devoted to the furtherance of art intended to beautify the City. This ordinance identifies construction projects within the City in which an amount is reserved for permanent artwork at the site. Additional details regarding this ordinance can be found in chapter four of the Rockville City Code.

ASCE – American Society of Civil Engineers.

Assessed Valuation – A percent of appraisal value assigned to real estate and certain personal property for use as a basis for levying property taxes. Maryland assessed valuation is 40 percent of appraisal value.

AWWA – American Water Works Association.

Capital Budget – The annual adoption by the Mayor and Council of project appropriations. Project appropriations are for the amount necessary to carry out a capital project's expenditure plan, including multi-year contracts for which a total appropriation covering several years planned expenditures may be required.

Capital Outlays – Expenditures that result in the acquisition of or addition to fixed assets. Any item with an expected life of three or more years and a value of more than \$5,000, such as an automobile, truck, or furniture, is categorized as a capital outlay.

Capital Improvements Program (CIP) – The annual updated plan or schedule of project expenditures for public facilities and infrastructure with estimated project costs, sources of funding, and timing of work over a six-year period. For financial planning and general management, the CIP is a plan of work and expenditures, and is the basis for annual appropriations and bond issues.

Capital Project – A governmental effort involving expenditures and funding for the creation of usually permanent facilities and other public assets having a relatively long life. Certain planning studies, consultant fees, City staff charges, and major equipment, furniture, and fixtures necessary to make facilities operational also may be considered part of capital projects.

Bond – A written promise to pay a designated sum of money (called the principal), at a specific date in the future, together with periodic interest at a specified rate. In the Operating Budget, these payments are identified as debt service. Bonds are generally used to obtain long-term financing for capital improvements.

Bond Anticipation Notes – Short-term interest-bearing notes issued by a government in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.

Bonds Issued – Bonds sold.

Bond Rating – A rating that indicates the probability of timely repayment of principal and interest on bonds issued.

Budget – A plan of financial operation comprised of an estimate of proposed expenditures for a fiscal year and the proposed means of financing those expenditures to fund City services in accordance with adopted policy.

Budget Year – The fiscal year for which the budget is being considered.

Capital Projects Fund – A governmental fund used to account for general capital construction including streets, parks, and public buildings.

CIP – See Capital Improvements Program.

Client-Server – A computing platform where desktop personal computers (PCs), known as clients, access large pools of information stored on high-speed data servers. User interaction takes place at the PC, typically through graphical interfaces such as Windows. The server manages information storage. This approach combines the PC's innovation and ease-of-use with access to large pools of data traditionally associated with mainframe computers.

CPDS – The Department of Community Planning and Development Services is a department within the City's organizational structure.

CS – Referring to services by the City of Rockville's Department of Neighborhood and Community Services.

Current Year – The fiscal year that is prior to the budget year.

DCWASA – District of Columbia Water and Sewer Authority

Glossary

Debt Issuance – The sale or issuance of any type of debt instrument, such as bonds.

Debt Limit – The statutory or constitutional maximum debt that an issuer can legally incur.

Debt Ratios – The ratios that provide measures of assessing debt load and ability to repay debt, which play a part in the determination of credit ratings. They also are used to evaluate the City's debt position over time and against its own standards and policies.

Debt Service – The payment of interest on and repayment of principal on borrowed funds. The term also may be used to refer to payment of interest alone.

Debt Service Fund – A governmental fund that accounts for the payment of principal and interest on the general long-term debt of the City.

Deficit – The amount by which a government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.

Department – A major administrative unit of the City that indicates overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation – An allocation made for the decrease in value of physical assets through wear, deterioration, or obsolescence.

Disbursement – The expenditure of monies from an account.

Distinguished Budget Presentation Award Program – A voluntary program administered by the Government Finance Officers Association (GFOA) to encourage governments to publish efficiently organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

Division – A categorization of organizational unit, indicating management responsibility for an operation or a group of related operations within a functional area, subordinate to the department level of organizational unit.

Encumbrance – A firm commitment to pay for future goods and services formally documented with a contract or agreement that may extend over more than one budget year. Both encumbrances and planned expenditures on a project must fit within an agency's appropriation.

Enterprise Fund – A fund established to account for operations that are financed and operated in a manner similar to a private business, where the intent of the

governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The City's enterprise funds include Water Facility, Sewer, Refuse, Parking, Stormwater Management (SWM), and RedGate Golf Course.

Environment Program Area – A section of the CIP that focuses on the presentation, restoration, and care of the City's natural and man-made physical resources through stormwater management, sewage disposal, solid waste disposal, and historic preservation.

Expenditure – The issuance of checks, disbursement of cash, or electronic transfer of funds made to liquidate an obligation. Where accounts are kept on an accrual or modified accrual basis, expenditures are recognized whether or not cash payments have been made. Where accounts are kept on a cash basis, they are recognized only when cash payments have been made.

Expense – The outflow of assets or incurrence of liabilities (or both) during a period as a result of rendering services, delivering or producing goods, or carrying out other normal operating activities.

Fees and Credits – Income resulting from a billing for services or a sale made by the City. For example, athletic program registration fees, building permit fees, and animal licenses.

Fiscal Policy – The City's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides a set of principles for the planning and programming of government budgets and their funding.

Fiscal Year (FY) – A twelve-month accounting period that has no relationship to a calendar year. The fiscal year for the City begins on July 1 of each year and ends on June 30 of the following year. It is designated by the calendar year in which it ends. For example, FY 2005 begins on July 1, 2004, and ends on June 30, 2005.

Fixed Assets – Assets of a long-term character which are intended to continue to be held and used. Examples of fixed assets include items such as land, buildings, machinery, furniture, and other equipment.

Full Faith and Credit – A pledge of the City's taxing power to repay debt obligations.

Glossary

Full-Time Equivalent (FTE) – A measure of authorized personnel calculated by dividing hours of work per year by the number of hours worked per year by a full-time employee.

Fund – A fiscal entity with revenues and expenses that are segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations and constituting an independent fiscal and accounting entity.

Fund Balance – The cumulative difference between revenues and expenditures over the life of a fund. A negative fund balance usually is referred to as a deficit.

FY – See Fiscal Year.

GAAP – See Generally Accepted Accounting Principles.

GASB – See Governmental Accounting Standards Board.

General Obligation Bonds – The type of bonds that are backed by the full faith and credit of the issuing government.

General Fund – The general operating fund that is used to account for all financial resources except for those required to be accounted for in another fund. This is the principal fund of the City and accounts for the normal recurring activities of the City.

General Government Program Area – The section in the CIP that focuses on: construction, renovation, and replacement of City-owned facilities; enhancements to the City's information and communications systems; development of the central business district; enhancement of the gateways to the City; and other projects that do not clearly fit into one of the other program areas of the CIP.

Generally Accepted Accounting Principles (GAAP) – Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles as determined through common practice or as promulgated by the Governmental Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standard setting bodies.

GFOA – Government Finance Officers Association.

GIS – Geographic Information Systems provide geographic and mapping data.

Golf Fund – An enterprise fund used to account for the financial activity associated with the City's public golf course. Also called the RedGate Golf Course Fund.

Governmental Accounting Standards Board (GASB) – This organization was established as an arm of the Financial Accounting Foundation in April 1984 to promulgate standards of financial accounting and reporting with respect to activities and transactions of state and local governmental entities.

Governmental Fund – The funds through which most government functions are financed. The City's governmental funds are the General, Debt Service, Capital Projects, and Special Revenue Funds.

Grant – County, State, or federal funding in cash or in kind used for a specified program.

Gross Bonded Debt – The total amount of direct debt of a government represented by outstanding bonds before deduction of any assets available and earmarked for their retirement.

HVAC – Heating, ventilation, and air conditioning equipment.

I-net – Institutional network. The I-net is a fiber optic network linking key City facilities to enable/enhance telephone, data and video communications

I/I – Inflow and infiltration process for the sanitary sewer and stormwater management projects.

Infrastructure – The physical assets of a city (streets, water, sewer, public buildings, and/or parks) upon which the continuance and growth of a community depend.

Interfund Operating Transfers – Payments made from one operating fund to another as a contribution to defray a portion of the recipient fund's costs.

Intergovernmental Revenues – The revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

Intranet – Internal network, similar to the Internet, except access is limited to an organization's internal members.

IT – Department of Information and Technology.

ITE – Institute of Transportation Engineers.

Levy – (Verb) To impose taxes or special assessments for the support of governmental activities. (Noun) A tax or special assessment imposed by a government.

Glossary

Liabilities – Debts or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

Long-Term Debt – A type of debt with a maturity date of greater than one year after the date of issuance.

Matured Bonds Payable – A liability account reflecting unpaid bonds that have reached or passed their maturity date.

MC-MAPS – A consortium of government organizations within Montgomery County, Maryland to share information, enforce standards, and promote the development of GIS information and layers.

MDE – Maryland Department of the Environment.

MGD – Million gallons per day.

MNCPPC – Maryland National Capital Park and Planning Commission.

Modified Accrual Basis of Accounting – The accrual basis of accounting adapted to the governmental fund type. It is a modified version of the full accrual basis of accounting in that it, in general, measures financial flow (tax and spend) of an organization, rather than capital accumulation (profit or loss).

MPDU – Moderately Priced Dwelling Unit.

MVM – Motor Vehicle Maintenance. A division of the Department of Public Works.

NCS – Referring to the City of Rockville's Department of Neighborhood and Community Services.

Neighborhood Services – Referring to services by the City of Rockville's Department of Neighborhood and Community Services.

Net Bonded Debt – Gross bonded debt less any cash or other assets available and earmarked for its retirement.

NFPA – National Fire Protection Association.

Non-Departmental Operating Expenditures – Operating expenditures which are not charged directly to specific departments but are a cost to the City as a whole, such as debt service payments and general liability insurance.

NPDES – National Pollutant Discharge Elimination System; requirements imposed through the Clean Water Act.

NRCS – Natural Resource Conservation Service.

Objective – The desired output-oriented activities that can be measured and achieved within a given time frame such as the current fiscal year. Achievement of the objective advances an organization toward a corresponding long-range goal.

Obligations – Amounts that a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

Operating Expenditures – Costs other than expenditures for personnel directly employed by the City (salaries, wages, and fringe benefits) and capital outlays. Examples of operating expenditures include office supplies, telephone expense, consulting or professional services, travel expenses, and contracts.

Ordinance – A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be enacted by ordinance and those which may be enacted by resolution.

Overlapping Debt – The proportionate share of the debts of local governments located wholly or in part within the limits of the reporting government that must be borne by property within each government.

Parking Fund – The enterprise fund used to account for the revenue and expenses from parking related activities, including the issuance of parking tickets, the parking meter program, and costs associated with the planning, design, construction, or operation of proposed parking garages in Town Center.

Pay-As-You-Go – Capital expenditures included in the CIP, which are funded by a contribution from an operating fund.

PC – Personal Computer.

Per Capita – Per unit of population; by or for each person.

Pepco – Potomac Electric Power Company.

Glossary

Personnel (Costs) – Expenditures that include salary costs for full-time, part-time, temporary, and contract employees, overtime expenses, and all associated fringe benefits.

Previously Authorized Projects – CIP projects that were funded in prior years, but which have not been completed and formally closed.

Prior Year(s) – The fiscal year(s) preceding the current year.

PRI – Primary Rate Interface, an integrated services digital network.

Program Area – CIP projects with a common focus. The four program areas in the City's CIP are: Recreation and Parks; Transportation; Environment; and General Government.

Projections – The estimate of budget authority, outlays, receipts, or other amounts extending several years into the future. Projections generally are intended to indicate the budgetary implications of existing or proposed programs.

Property Tax – A tax levied on all real and certain personal property, tangible and intangible, according to the property's assessed valuation. The power to impose and collect property taxes is given to the Mayor and Council in Article IV, Section 1 of the City Charter.

Reappropriation Ordinance – Changes made to the appropriation ordinance during the fiscal year to reflect encumbered amounts added to the current budget from the prior fiscal year and adjustments to revenues and expenditures.

Regular Employee – An employee who is hired to fill a position anticipated to have continuous service duration of longer than one year, whose compensation is derived from the City's Administrative, Police, or Union classification tables, and whose position is established in the Position Control System.

Reimbursement – A sum (1) that is received by the government as a repayment for commodities sold or services furnished either to the public or to another government account and (2) that is authorized by law to be credited directly to specific appropriation and fund accounts.

Repurchase Agreement – An agreement in which a governmental entity transfers cash to a broker-dealer or financial institution; the broker-dealer or financial institution transfers securities to the entity and promises to repay the cash plus interest in exchange for the same securities.

Resolution – A special or temporary order of a legislative body that requires less legal formality than an ordinance or statute.

Retained Earnings – The accumulated gains and losses of an enterprise fund to date reduced by amounts transferred to permanent capital accounts.

Receipts – Collections from the public based on a government's exercise of its sovereign powers. Governmental receipts consist of receipts from taxes, court fines, gifts and contributions, and compulsory licenses.

Recreation and Parks Program Area – The section of the CIP focused on projects that provide for an environment where citizens can enjoy nature and leisure time activities.

RedGate Golf Course Fund – See Golf Fund.

Refuse Fund – An enterprise fund used to account for the financial activity associated with the collection and disposal of refuse and yard waste.

Regional Stormwater Management (SWM) Participation – Fees paid by developers based on the amount of impervious area to be developed to finance the City's construction and maintenance of facilities.

Revenue – Monies received or collected by the City as income, including such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, shared revenues, and interest income.

Revenue Anticipation Notes – Notes (sometimes called warrants) issued in anticipation of collection of non-tax revenues, retired after the collection of such revenues.

Revenue Bonds – The type of bonds where principal and interest payments are payable exclusively from the earnings from an enterprise fund. In addition to a pledge of revenues, such bonds sometimes contain mortgages on enterprise fund property.

RFP – Request for Proposals. Federal mandate to request proposals from potential contractors for outsourced government services.

RHE – Rockville Housing Enterprises.

RockNet – Rockville Community Electronic Network.

SDWA – Safe Drinking Water Act.

Sewer Fund – An enterprise fund used to account for the financial activity associated with the collection and treatment of sewage.

Glossary

SHA – State Highway Administration.

Special Activities Fund – A fund in the governmental fund type used to account for funds earmarked for various purposes such as to assist financially disadvantaged citizens to participate in City programs, to enhance the historic Glenview Mansion, or to enhance the citywide Bike Program.

Special Assessment – A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Special Revenue Fund – A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes. The City's special revenue funds are the Special Activities Fund and the Community Development Block Grant Fund.

SQL/Server – Database for transaction processing.

SSes – Sanitary Sewer Evaluation Study (SSES).

Stormwater Management (SWM) – A means of controlling the quantity and quality of stormwater runoff flowing downstream. SWM can refer to structural practices such as underground storage facilities, dams for retention, and detention facilities, or it can refer to non-structural practices such as lower density of development and wider stream buffers.

Stormwater Management Fund – An enterprise fund used to account for costs of maintaining existing stormwater management facilities and the construction of new facilities.

Surplus – The amount by which the City's budget receipts exceed its budget outlays for a given period, usually a fiscal year.

SWM – See Stormwater Management. This is a division of the Department of Public Works.

Targets of Opportunity – Contingency funds available to the Mayor and Council in funding unanticipated community needs that may arise during the fiscal year.

Tax Anticipation Notes – Notes, sometimes called warrants, issued in anticipation of collection of taxes, retired from tax collections, and frequently from the proceeds of the tax levy whose collection they anticipate.

Tax Base – All forms of wealth under the City's jurisdiction that are taxable.

Tax Duplication – A state of affairs whereby both Montgomery County and the City of Rockville levy property taxes on property in Rockville to pay for services rendered by the City. The County makes a lump sum payment to the City as a mechanism for alleviating the inequities otherwise created by the duplicate taxation.

Tax Rate – The amount levied per \$100 of assessed property value, as determined by the State assessor, on property within the City of Rockville. The Mayor and Council establish the tax rate each year in order to finance General Fund activities.

TDD – Telecommunications Device for the Deaf.

Telecommunications – Communicating by electronic or electric means.

Temporary Employee – An employee who is hired to fill a position anticipated to have continuous service duration of less than one year, whose compensation is not derived from the City's Administrative, Police, Union, or Recreation and Parks classification tables, and whose position is not established in the Position Control System. These employees do not receive fringe benefits.

TMDL – Total Maximum Daily Loads. Requirements imposed through the Clean Water Act.

Transfer – Shifting of all or parts of the budget authority in one appropriation or fund account to another as specifically authorized by law.

Transportation Program Area – The section in the CIP focused on projects that provide for the maintenance and construction of public ways and participation in the planning of mass transit.

Undesignated Fund Balance – Funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

Unreserved Fund Balance – That portion of a fund balance for which no binding commitments have been made.

User Fees – Payments for direct receipt of a public service by the party benefiting from the service. Also known as user charges.

VEU – Vehicle Equivalent Units.

Waiver Fees – See Regional SWM Participation.

Glossary

Water Facility Fund – An enterprise fund used to account for the financial activities associated with the treatment and distribution of potable water.

WSSC – Washington Suburban Sanitary Commission.

Zoning – The partitioning of a city, borough, or township by ordinance into sections reserved for different purposes (i.e. residential, offices, manufacturing).

Index

This Budget Book is divided into sections and pages are within the sections. For example, "Demographics Statistics" is in page PS 12, meaning page 12 of the Preface Section. To look for information, the following abbreviations are used for the sections: **PS**-Preface Section, **ES**-Executive Summary Section, **PG**-Policies and Goals Section, **FS**-Fund Summaries Section, **MC**-Mayor and Council Section, **CM**-City Manager Section, **CPDS**-Community Planning and Development Services Section, **Fin**-Finance Section, **IT**-Information and Technology Section, **CS**-Community Services Section, **Pers**-Personnel Section, **Pol**-Police Section, **PW**-Public Works Section, **RP**-Recreation and Parks Section, **GG**-General Government Section and **APP**-Appendix Section.

| | |
|--|---------|
| Accounting and Control Division..... | Fin 6 |
| Accounting, Auditing, and Reporting Practices..... | PG 2 |
| Acknowledgements | PS 3 |
| Accessibility Cost Center..... | PW 10 |
| Administration Cost Center, City Manager's Dept | CM 7 |
| Administration Division, CPDS Dept..... | CPDS 4 |
| Administrative Services Bureau, Police..... | Pol 12 |
| Adults Sports Program Participation and Resources..... | RP 20 |
| After School Recreation, Recreation and Parks Dept..... | RP 15 |
| Age of Recreation Program Participants FY 04..... | RP 5 |
| All Funds Summary | FS 1 |
| Animal Control Calls for Service..... | Pol 17 |
| Arts Cost Center, Recreation and Parks | RP 14 |
| Application, Processing and Permit Issuance Cost Center..... | CPDS 15 |
| Asphalt Roadway Repaired, in Square Yards..... | PW 18 |
| Athletic Field Services | RP 41 |
| Attracting and Retaining Employees, City Manager's Message . | ES 3 |
| Basis of Budgeting | PG 1 |
| Bike Program, Recreation and Parks Dept..... | RP 10 |
| Boards and Commissions, Description..... | PG 11 |
| Boards and Commissions, Directory of | PG 10 |
| Budget by Department, All Funds..... | FS 2 |
| Budget Development Process | ES 14 |
| Budget Division | Fin 15 |
| Budget Highlights | ES 10 |
| Budget Message, City Manager's, July 1,2005..... | ES 1 |
| Budget Ordinance, FY 2006..... | PS 11 |
| Budget Overview, City Manager's Budget Message..... | ES 3 |

| | |
|---|---------|
| Budgetary Practices | PG 1 |
| Cable Television and Telecommunications Division..... | IT 10 |
| Cable Related Revenue | IT 12 |
| Camps, Summer, Recreation and Parks Dept..... | RP 18 |
| Capital Financing and Debt Management Policies | PG 3 |
| Cash Management/Investment Practices | PG 2 |
| Cell Phone and Pager Users | IT 16 |
| Changes from the Proposed to Adopted Budget | PS 13 |
| Chat Room Participants, Number of | RP 17 |
| Childcare Enrollment | RP 20 |
| Childcare Program, Recreation and Parks Dept..... | RP 19 |
| Children Registered in Summer Playground Programs | RP 18 |
| Citizen Service Requests | CM 9 |
| Citizen Support , Management Systems and..... | CM 9 |
| City Attorney's Office | MC 10 |
| City Clerk's Office | MC 6 |
| City Grant Fund Awarded to Outside Agencies by Services | CS 6 |
| City Manager, Department of the..... | CM 1 |
| City Manager's Budget Message..... | ES 1 |
| City Manager's Office | CM 1 |
| Civic Center Complex Cost Center, Recreation & Parks | RP 29 |
| Civic Center Usage FY 2004 | RP 30 |
| Classes, Recreation and Parks Dept..... | RP 19 |
| Climbing Gym Revenues and Expenditures | RP 15 |
| Commingle/Newspaper Collection Cost Center..... | PW 34 |
| Commingle/Newspaper Collected, in Tons..... | PW 34 |
| Community Development Block Grant Division | CPDS 17 |
| Community Development Block Grant Fund..... | FS 25 |
| Community Enhancement and Code Enforcement..... | Pol 21 |
| Community Grants Program, CS Dept | CS 5 |
| Community Mediation, Human Rights and | CM 18 |
| Community Planning and Development Services Dept | CPDS 1 |
| Community Profile | PS 11 |
| Community Programs and Administration Division..... | CS 4 |
| Community Services Office, Police Dept..... | Pol 9 |
| Community Services Dept | CS 1 |

Index

| | |
|--|---------|
| Conclusion, City Manager's Budget Message | ES 9 |
| Contract Management Division | PW 6 |
| Coordination with Community and Professional Organizations .. | CM 5 |
| Cost of Payroll Check Issued, Average | Fin 8 |
| Cost Recovery, Recreation & Parks Dept..... | RP 8 |
| County, State and Federal Legislation and Funding | CM 5 |
| Courses Offered, Number of | RP 13 |
| Court Cases Attended for Rental, Commercial and Community Enhancement Cases | Pol 22 |
| CPDS Studies and Plans Division | CPDS 20 |
| CPDS Studies and Plans , List of Projects | CPDS 20 |
| Criminal Arrests..... | Pol 5 |
| Cross Departmental Work Groups | CM 4 |
| Croydon Creek Nature Center Visitors | RP 31 |
| Debt Management Policies..... | PG 3 |
| Debt Service Fund..... | FS 26 |
| Decision Making-Environment, City Managers Budget Message | ES 1 |
| Demographic Statistics..... | PS 18 |
| Department Goals | PG 6 |
| Development Review Cost Center, CPDS Dept | CPDS 9 |
| Development Review Cost Center, Public Works Dept | PW 13 |
| Directory of Management Team | PG 9 |
| Directory of Officials and Boards and Commissions..... | PG 10 |
| Driving While Intoxicated Arrests..... | Pol 5 |
| East Park Services | RP 39 |
| Economic Climate, City Manager's Budget Message..... | ES 1 |
| Employees, Attracting and Retaining | ES 3 |
| Employees with Client Access to GIS by Percentages..... | IT 19 |
| Enterprise Funds | FS 13 |
| Engineering and Environment Division..... | PW 12 |
| Engineering Cost Center | PW 15 |
| Environmental Protection | CPDS 13 |
| Executive Office, City Manager's Dept | CM 6 |
| Facilities Division, Recreation & Parks Dept..... | RP 28 |
| Facilities Maintenance Services Cost Center | RP 32 |
| Facility Equipment Fund | RP 10 |

| | |
|---|-------------|
| Field Operations Bureau..... | Pol 10 |
| Finance, Department of | Fin 1 |
| Financial Administration Division | Fin 4 |
| Financial Management Policies | PG 1 |
| Fitness Club Visits, Number of (Senior)..... | RP 27 |
| Forestry Development Review..... | RP 45 |
| Forestry Development Review Completed | RP 46 |
| Friends of Arts | RP 15 |
| Full Time Equivalent (FTE) Positions by Department | ES 13 |
| Full Time Equivalent (FTE) Positions by Fund | ES 12 |
| Fund Structure..... | PG 1 |
| General Fund | ES 3, FS 4 |
| General Fund Expenditures..... | FS 4 |
| General Fund Revenues, By Source | FS 5 |
| General Fund Revenues, Detail of Major Sources | FS 6 |
| General Maintenance Division..... | PW 10 |
| Glenview Mansion Fund | RP 31 |
| Glossary | APP 12 |
| GIS Infrastructure Maintenance..... | IT 18 |
| GIS Operations | IT 17 |
| GIS Support..... | IT 19 |
| Golf Course Fund, RedGate..... | ES 5, FS 22 |
| Golf Clubhouse Services | RP 49 |
| Golf Course Operations..... | RP 48 |
| Golf Rounds Negatively Affected by Weather..... | RP 48 |
| Golf Rounds Played at RedGate Golf Course | RP 49 |
| Golf Round Played by Month..... | RP 49 |
| Goals and Action Items, Mayor and Council..... | PG 4 |
| Graphics and Printing Cost Center, City Manager's Dept..... | CM 1 |
| High Performance Organization (HPO) Initiative | CM 11 |
| High Quality Municipal Services | ES 2 |
| Historic Preservation | CPDS 10 |
| Holiday Drive, Special Activities, NCS Dept | CS 6 |
| Horticultural Services..... | RP 42 |
| Human Rights and Community Mediation | CM 17 |
| Income Tax Revenue | FS 7 |
| Information and Technology, Department of | IT 1 |

Index

| | |
|--|---------|
| Information and Technology Operations Division | IT 5 |
| Information and Technology Special Projects Division | IT 8 |
| Information and Technology Projects, List of | IT 4 |
| Inspection Services Division..... | CPDS 14 |
| Inspection and Code Enforcement Cost Center | CPDS 15 |
| Inspections and Permits Data FY 1998 –FY 2006..... | CPDS 16 |
| Introduction to the Budget Document | PS 7 |
| Kidz Club Participants, Number of..... | RP 16 |
| Laterals Receiving Preventive Maintenance, Percent of | PW 31 |
| Leaf Collection Program | PW 35 |
| Legal Fees Expended by Fund Chart..... | MC 12 |
| Lincoln Park Community Center..... | RP 32 |
| Linkages to Learning Program, CS Dept..... | CS10 |
| Long-Range Planning Division | CPDS 11 |
| Long-Term Debt Summary | FS 27 |
| Long-Term Debt Detail | FS 27 |
| Looking Forward, City Manager's Budget Message | ES 8 |
| LPCC Youth Members Eligible for Recreation Fund | RP 33 |
| Major Policy Documents, Summary of..... | PG 7 |
| Management Systems and Citizen Support | CM 9 |
| Management and Support, Public Works Dept..... | PW 4 |
| Management and Support, CS Dept | CS 5 |
| Management and Support, Office of the Chief, Police Dept | Pol 7 |
| Management and Support Division, Public Works Dept | PW 4 |
| Management Team, Directory of | PG 9 |
| Map, City of Rockville | PS 17 |
| Mayor and Council, Directory of | PG 10 |
| Mayor and Council Goals | PG |
| Mayor and Council's Office..... | MC 5 |
| Mayor and Council, Department of the | MC 1 |
| Mobility Cost Center, Public Works | PW 9 |
| Money Raised for Non-Profit and Community Groups Through Special Events | RP 9 |
| Motor Vehicle Enforcement | Pol 5 |
| Motor Vehicle Maintenance Division | PW 19 |
| Multi-Use Paths Constructed | RP 10 |
| Municipal Services, High Quality | ES 2 |

| | |
|---|---------|
| Nature Center Fund..... | RP 32 |
| Neighborhood Planning Cost Center | CPDS 12 |
| Neighborhood Resource Program | CM 16 |
| Neighborhood Services, Police Dept | Pol 15 |
| New Bikeway Miles Maintained, Recreation and Parks Dept..... | RP 44 |
| Non-Departmental Expenditures by Fund, Summary of | GG-1 |
| Office of the Chief of Police | Pol 7 |
| Officials, Directory of | PG 10 |
| Operating Budget Practices..... | PG 1 |
| Organizational Chart, City of Rockville | ES 15 |
| Organizational Development | CM 10 |
| Organizational Structure Lisitng..... | APP 8 |
| Outdoor Recreation, Recreation and Parks | RP 15 |
| Outside Agency Funding, Comparison of | GG 2 |
| Outside Agency Descriptions..... | GG 3 |
| Park Amenities | RP 38 |
| Park and Open Space Acres by Park Type | RP 38 |
| Parks and Open Space Division, Recreation & Parks | RP 36 |
| Parking Enforcement, Police Dept..... | Pol 17 |
| Parking Fund | FS 20 |
| Parking Tickets Issued in FY 2004 | Pol 18 |
| Partnerships Initiated with Rockville Businesses (offering recreation programs in their facilities)..... | RP 19 |
| Participants Registered in Arts Program, Number of | RP 14 |
| PC Support, Applications and Network..... | IT 6 |
| Personal Property, Taxes on | FS 5 |
| Personnel Department..... | Pers 1 |
| Personnel Division..... | Pers 4 |
| Planning Division | CPDS 8 |
| Planning Applications Received by Type..... | CPDS 10 |
| Police Department | Pol 1 |
| Policy Documents, Summary of Major..... | PG 7 |
| Position Changes, Summary of FY 2004-FY 2005 | ES 11 |
| Position Recruitments Conducted, Number of..... | Pers 5 |
| Property Assessments, City Manager's Budget Message | ES 1 |

Index

| | |
|--|-------------|
| Property Taxes, General | FS 6 |
| Protect Neighborhoods Cost Center, Public Works Dept | PW 9 |
| Public Information, Graphics, and Printing Division | CM 13 |
| Public Safety Communications | Pol 13 |
| Public Works, Department of | PW 1 |
| Purchasing and Stockroom Division | Fin 13 |
| Purchasing Cost Center | Fin 14 |
| Real Property, Taxes on | FS 14 |
| Recovery of Expenditures Covered by Revenues | RP 13 |
| Recreation and Parks Administration Division | RP 6 |
| Recreation and Parks, Department of | RP 1 |
| Recreation Fund | RP 13 |
| Recreation Services Division | RP 11 |
| RedGate Golf Course Fund | FS 23 |
| RedGate Golf Course Division, Recreation & Parks Dept | RP 47 |
| Redlight Camera Program | Pol 18 |
| Redlight Camera Violations Calendar year 2002 to 2004 | Pol 19 |
| Regular Refuse Collection | PW 33 |
| Regular Solid Waste Collected in Tons | PW 34 |
| Rental Charges Fees for Montgomery Public School Facilities .. | RP 13 |
| Refuse Fund | ES 5, FS 18 |
| Refuse Operations Division, Public Works Dept | PW 32 |
| Refuse Charges, Annual FY 2001 – FY 2006 | Fin 11 |
| Refuse, Annual Charge, Rockville vs. Montgomery Cnty | FS 18 |
| Revenue and Expenditure Policies | PG2 |
| Revenue Division, Finance Dept | Fin 9 |
| Revenue Shifts, City Manager's Budget Message | ES 2 |
| Revitalization and Housing | CPDS 5 |
| Rides Using Senior Center Buses | RP 25 |
| Right of Way Services | RP 44 |
| Rockville Residents Receiving Holiday Assistance | CS 7 |
| Rockville Emergency Assistance Program (REAP) | CS 10 |
| Safety and Maintenance Cost Center, Public Works | PW 10 |
| Safety and Risk Assessment Division | Pers 7 |
| Sanitary Sewer Systems Maintenance Division | PW 30 |
| Senior Center Assistance Fund | RP 25 |
| Senior Center Members, Age of | RP 24 |

| | |
|--|-------------|
| Senior Center Operations | RP 23 |
| Senior Center Recreation Activities, Participation of | RP 26 |
| Senior Citizen Services Division, Recreation & Parks | RP 22 |
| Senior Citizen Social Services | RP 24 |
| Sewage Disposal Division, Public Works Dept | PW 28 |
| Sewer Fund | ES 4, FS 16 |
| Sewer Rate Comparison, Rockville vs. WSSC | ES 4, FS 17 |
| Skateboard/Inline Skating Camps, Number of Participants | RP 34 |
| Skate Park, Recreation and Parks | RP 33 |
| Snow and Ice Removal | PW 18 |
| Special Activities Division, Dept. of Recreation and Parks | RP 22 |
| Special Activities Fund | FS 24 |
| Special Events Cost Center | RP 8 |
| Special Operations Bureau | Pol 15 |
| Special Revenue Funds | FS 24 |
| Sports, Adults, Recreation and Parks Dept | RP 20 |
| Sports, Youth, Recreation and Parks Dept | RP 20 |
| Square Footage of Facilities by Building Type | RP 32 |
| Spring Bulbs, Summer Annuals and Pansies | RP 43 |
| Staffing Changes, Budget Highlights | ES 10 |
| Staffing Summary, Department of the City Manager | CM 2 |
| Staffing Summary, Department of CPDS | CPDS 2 |
| Staffing Summary, Department of Finance | Fin 2 |
| Staffing Summary, Department of Information and Technology .. | IT 2 |
| Staffing Summary, Department of the Mayor and Council | MC 2 |
| Staffing Summary, Department of CS | CS 2 |
| Staffing Summary, Department of Public Works | PW 2 |
| Staffing Summary, Department of Recreation and Parks | RP 2 |
| Staffing Summary, Personnel Department | Pers 2 |
| Staffing Summary, Police Department | Pol 2 |
| Statement of Projected Unreserved Equity in City Funds | FS 3 |
| Stockroom Cost Center | Fin 14 |
| Stormwater Management Fund | ES 4, FS 21 |
| Street Maintenance Cost Center, Public Works | PW 17 |
| Summary of Position Changes | ES 11 |
| Summer Camp Programs Meeting Minimum Registration | RP 19 |
| Summer Playgrounds, Recreation and Parks Dept | RP 17 |

Index

| | |
|--|-------------|
| Swim Center, Recreation and Parks Dept..... | RP 34 |
| Swim Center Revenues..... | RP 35 |
| Sworn Police Officers, Number of | Pol 6 |
| Table of Contents | PS 4 |
| Tax Relief, City Manager's Budget Message..... | ES 1 |
| Teens Program, Recreation and Parks Dept..... | RP 16 |
| Telecommunications Revenue | IT 12 |
| Telephone Service | IT 15 |
| The Rockville Channel | IT 12 |
| Town Center Commercial Management District Cost Center..... | CPDS 22 |
| Town Center Parking Garage Cost Center..... | CPDS 22 |
| Town Center Redevelopment..... | ES 2 |
| Town Center Services Division..... | CPDS 22 |
| Twinbrook Community Recreation Center..... | RP 35 |
| Traffic and Transportation Division..... | PW 8 |
| Utility Charges, Water Fund FY2001 – FY 2006 | Fin 10 |
| Utility Charges, Sewer Fund FY 2001 – FY 2006..... | Fin 11 |
| Utility CIP Projects, Public Works Dept | PW 14 |
| Vehicle Fleet Schedule..... | PW21 |
| Vibrant Town Center, City Manager's Budget Message | ES 5 |
| Victim Advocate, Police Dept | Pol 14 |
| Victim Advocate Cases Reviewed..... | Pol 14 |
| Voice Communications Operations | IT 14 |
| Volunteer Hours per Year..... | RP 5 |
| Voters, Registered That Cast Ballots for City Elections Graph... | MC 8 |
| Water Facility Fund | ES 4, FS 14 |
| Water Facility Fund, Budget Message..... | ES 9-10 |
| Water Rate Comparison, Rockville vs. WSSC | ES 4, FS 15 |
| Water Resources CIP Projects, Public Works Dept | PW 14 |
| Water Systems Maintenance Division | PW 24 |
| Water Treatment Plant Division..... | PW 26 |
| Website and Intranet | IT 7 |
| West Park Services | RP 40 |
| Yardwaste/Whitegood Collection..... | PW 35 |

| | |
|---|---------|
| Yardwaste/Whitegood Collected, in Tons..... | PW 35 |
| Youth Family, and Community Services Division | CS-8 |
| Youth Family and Community Services Cost Center | CS 9 |
| Youth Sports Program Participants and Resources | RP 21 |
| Zoning Ordinance Cost Center | CPDS 10 |